



Ely St Johns Primary School

Procedure for Recruitment of Governors

1. The application process will be transparent, with a job description and person specification.
2. Recruitment will be based on the agreed governor code of conduct.

Advertising vacancies

3. The governing body will ensure there is an on-going promotion of being a governor at ESJ particularly by personal approach and using local media.
4. All vacancies will be advertised on the school website, together with the job description, person specification and governor code of conduct. Where the governing body has identified a specific skill/knowledge gap through its audit process that will be included in the advert.
5. Vacancies will be advertised on the school website at the beginning of each school term. All posts becoming vacant up to the beginning of the following term will be included. A closing date for applications 14 days after the advertisement will be included.
6. All new candidates will be invited to visit the school and meet the headteacher/chair of governors.

Selecting governors

7. A panel of 3 governors, to be made up of the chair of governors and 2 others from different governor categories, will review applications, interview suitable applicants and make recommendations to the governing body. If the chair is amongst the applicants the vice chair will replace him/her on the panel.

Serving governors

8. The chair (or the vice chair when the chair is the potential applicant) will meet with serving governors before the end of their term of office to discuss their contribution to the governing body and ascertain whether they wish to be considered for re-appointment. Where a serving governor is seeking re-appointment s/he will be required to submit a letter of application of 300-500 words. Additional supporting evidence may be provided and/or will be sought where necessary. The application will then be considered by the panel of governors, which will make its recommendation to the full governing body, which is responsible for ratifying the appointment. If a serving governor does not wish to be re-appointed, or is not re-appointed, the vacancy will be advertised. When a representative (parent or staff) governor finishes their term elections are required to be held for a parent/staff representative whether the serving governor is re-appointed as a serving governor or not.

Representative (staff and parent)

9. Where the vacancy is for a representative governor (staff or parent) an election will be organised by the school. Applicants will be required to submit a letter of application of 300-500 words and any supporting evidence. Additional supporting evidence will be sought where necessary.

Co-opted governors

10. Where the vacancy is for a co-opted governor applicants will be required to submit a letter of application of 300-500 words and any supporting evidence such as references and documentation. Additional supporting evidence will be sought where necessary. Applications, and supporting evidence, will be reviewed by the panel of governors. The panel will make its recommendation to the full governing body, which is responsible for ratifying the appointment.

Local Authority governors

11. Where the vacancy is for a local authority governor, the governing body will be pro-active in making recommendations to the local authority about suitable applicants. The panel of governors will consider the applicant proposed by the local authority. The panel will make a recommendation to the full governing body about whether the application should be agreed or referred back to the local authority.